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A SUGGESTED CURRICULUM GUIDE FOR ELECTRO-MECHANICAL TECHNOLOGY ORIENTED SPECIFICALLY TO THE COMPUTER AND BUSINESS MACHINE FIELDS. INTERIM REPORT.

BY- LESCARBEAU, ROLAND F. AND OTHERS

HARTFORD UNIV., CONN., WARD TECHNICAL INSTITUTE

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A SUGGESTED POST-SECONDARY CURRICULUM GUIDE FOR ELECTRO-MECHANICAL TECHNOLOGY ORIENTED SPECIFICALLY TO THE COMPUTER AND BUSINESS MACHINE FIELDS WAS DEVELOPED BY A GROUP OF COOPERATING INSTITUTIONS, NOW INCORPORATED AS TECHNICAL EDUCATION CONSORTIUM, INCORPORATED. SPECIFIC NEEDS OF THE COMPUTER AND BUSINESS MACHINE INDUSTRY WERE DETERMINED FROM DATA SUPPLIED BY SEVERAL LARGE CORPORATIONS IN THE FIELD. THIS CURRICULUM GUIDE REPRESENTS MATERIAL SUBMITTED FOR REVIEW AND FINAL APPROVAL, AND IS COMPLETE EXCEPT FOR PHOTOGRAPHS, LABORATORY EXPERIMENTS, AND SCHEMATICS. GRADUATES OF THIS PROGRAM, AS COMPETENT ELECTRO-MECHANICAL TECHNICIANS, ARE EXPECTED TO FIND EMPLOYMENT WITH MINIMUM ON-THE-JOB TRAINING IN SUCH TECHNOLOGICAL FIELDS AS (1) CUSTOMER ENGINEERING, (2) RESEARCH, (3) QUALITY CONTROL, (4) TECHNICAL WRITING, (5) SALES ENGINEERING, (6) SPACE, (7) MEDICINE, (8) ATOMIC ENERGY, AND (9) CHEMISTRY. THEY WILL HAVE ATTAINED (1) SKILL IN MATHEMATICS (ALGEBRA, TRIGONOMETRY, AND HAVE ACQUAINTANCE WITH ANALYTIC GEOMETRY AND CALCULUS), (2) PROFICIENCY IN APPLICATIONS OF PHYSICAL SCIENCE PRINCIPLES, (3) UNDERSTANDING OF MATERIALS AND PROCESSES USED IN TECHNOLOGY, (4) EXTENSIVE KNOWLEDGE OF HIS FIELD OF SPECIALIZATION, (5) PROFICIENCY IN COMMUNICATION SKILLS, AND (6) ABILITY TO GET ALONG WITH PEOPLE. SPECIFIC SKILLS AND ABILITIES ARE DISCUSSED, AS WELL AS (1) FACULTY REQUIREMENTS, (2) STUDENT SELECTION, (3) TEXTBOOKS AND REFERENCES, (4) VISUAL AIDS, (5) LABORATORY EQUIPMENT, (6) PROFESSIONAL SOCIETIES, AND (7) CURRICULUM CONTENT AND OBJECTIVES. THE SUGGESTED FOUR SEMESTER CURRICULUM IS GIVEN AND FOR EACH COURSE THERE IS A COURSE OUTLINE. A LIST OF REFERENCES AND SUITABLE TEXTBOOKS IS INCLUDED. (DH)

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RESEARCH-DEVELOPMENT REPORT

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**A SUGGESTED CURRICULUM GUIDE
FOR ELECTRO-MECHANICAL TECHNOLOGY
ORIENTED SPECIFICALLY TO THE
COMPUTER AND BUSINESS MACHINE FIELDS**

AN INTERIM REPORT

Roland F. Lescarbeau and others

**TECHNICAL EDUCATIONAL CONSORTIUM, INC.
Headquarters at
The Ward Technical Institute
University of Hartford**

315 Hudson Street, Hartford, Conn. 06103

February 21, 1968

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**U. S. DEPARTMENT OF
HEALTH, EDUCATION AND WELFARE**

**Office of Education
Bureau of Research**

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INTERIM REPORT
Project No. 6-1489-132
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**ANALYSIS OF NEEDS AND REQUIREMENTS FOR TRAINED
ELECTRO-MECHANICAL TECHNICIANS IN THE SPECIFIC AREA
OF COMPUTER AND BUSINESS MACHINE TECHNOLOGIES**

Developing

**A SUGGESTED POST-SECONDARY CURRICULUM GUIDE
FOR ELECTRO-MECHANICAL TECHNOLOGY
ORIENTED SPECIFICALLY TO THE
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In a jointly sponsored program funded by both the Federal Government and industry, a Consortium of schools was formed June 30, 1965, consisting of Oregon Technical Institute, Dunwoody Industrial Institute, Southern Technical Institute, New York City Community College, DeVry Institute of Technology, and the Ward Technical Institute. They agreed to develop an Electro-Mechanical Technology oriented specifically to meet the needs of the computer and business machine industries, and used accumulated data provided by IBM, Honeywell, UNIVAC, National Cash Register Corp., Royal McBee, Underwood, and Burroughs, on which to define needs. Later incorporated as Technical Education Consortium, Inc., under the laws of the State of Connecticut, this non-profit organization developed through a systematized, coordinated approach, a frontal attack aimed at developing technicians for a field where the shortage was recognized as national in scope.

The following represents the first comprehensive "suggested curriculum guide" completed under this project. The steps leading to its development are as follows:

1. Agreement by Institute Consortium members to participate.
2. Development of individual programs of study within agreed limits.
3. Exchange of information resulting from actual experience in classrooms and laboratories.
4. Course outlines developed and exchanged.
5. Evaluation meetings on merits of separate programs.
6. Distribution of and acceptance of responsibility for each of seven segments of projected "curriculum guide" by Consortium Institute members.
7. Submission of each school's curriculum outline to proper coordinating institution accepting responsibility for every segment of projected "curriculum guide."
8. Compilation and dissemination of material by coordinating institutions.
9. Review and rewriting of all accumulated data.
10. Re-submission of completed outline to all member deans.
11. Preparation for pre-final analysis by curriculum coordinator.

This material represents the combined thinking of instructors and deans representing the Technical Education Consortium, Inc. It contains the entire data submitted for review and final approval with the exception of photographs, laboratory experiments and schematics which will be contained in the final "Suggested Curriculum Guide" for Electro-Mechanical Technology oriented to computer and business machine technology.

Following a meeting of Consortium deans, this material will be edited and corrected for presentation in final form. At this time the experiments, schematics, and photographs deemed most representative of the combined thinking of the schools participating, will be assembled for inclusion with the final draft. This will then be submitted to the Department of Education for final review.

Since this material does not represent the final report, some areas hereby presented may be modified, enlarged, changed, or deleted from the final document. Because it represents a composite of ideas, it is presented as a "Suggested Curriculum" only, and does not represent the precise curriculum of any of the member Consortium Institution members.

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PREFACE

The increased use of computers and business machines in all branches of industry and commerce has created an ever-growing need for electromechanical technicians. The computer industry alone estimates its manpower needs at one hundred thousand technicians by 1970. In this field, electronic circuits and mechanical actions interact.

The electromechanical technician needs a strong interrelated foundation in electronic circuits, physics and mechanics.

The following curriculum was developed at the request of the computer and business machine industry for the United States Office of Education by a technical education consortium comprising the following schools:

DeVry Institute of Technology, Chicago, Illinois;
Dunwoody Industrial Institute, Minneapolis, Minnesota;
New York City Community College, Brooklyn, New York;
Oregon Technical Institute, Klamath Falls, Oregon;
Southern Technical Institute, Marietta, Georgia;
Spring Garden Technical Institute, Philadelphia, Pennsylvania
(an associate member);
Ward Technical Institute, Hartford, Connecticut.

This endeavor was jointly financed by computer industries and by a grant from USOE.

GENERAL CONSIDERATIONS

The objective of the total curriculum recommended in this guide is to produce a competent electromechanical technician. The technician must be capable of working and communicating directly with engineers and production personnel in his specialized work, of satisfactorily performing work for his employer and of growing into positions of increased responsibility. In addition, the graduate technician should be an active, well-informed member of society.

A curriculum which will produce this type of graduate must be carefully designed. Each course must be planned to develop the student's knowledge and skills in that particular area and must be integrated into the curriculum. Each course contributes uniquely in the sequence of courses which is specially planned to progress toward the final objective of producing a competent technician. A close correlation between the courses and an interdisciplinary approach within each course will assure the depth of understanding required of electromechanical technicians.

The technical content of the curriculum is intended to supply a wide background in the diverse areas of applied electromechanical technology. A firm foundation in electricity and basic electronics is planned in the first semester. The following semesters of work build directly on this background but introduce material from many subject areas, such as mechanisms, data storage and logic devices, input and output devices, and digital computing systems.

Graduates of this curriculum can expect to find employment in many areas of the electromechanical field. Each area may require somewhat different abilities and different specialized knowledge and skills for a successful career. Most of these differences will be learned by continued study on the job or in part-time study to master the details of a specific area. The following listing shows some of the major areas of job opportunities for electromechanical technicians, as described by employers:

1. "Customer engineering" or "Field engineering" in the data processing field
2. "Field engineering" for numerical control apparatus
3. Research technician
4. Quality control technician
5. Industrial control technician
6. Technical writer
7. Automation technician
8. Applications technician
9. Sales engineering
10. Teacher in industrial training programs
11. Military and civil service opportunities
12. Technical representative
13. Space technology applications
14. Medical technology applications
15. Atomic energy applications
16. Chemical technology applications

Highly skilled technicians must be capable of working closely with engineers and scientists and of supervising and coordinating the efforts of skilled craftsmen and maintenance men. These capabilities allow technicians to be effective members of the team whose work is to plan, assemble, install, calibrate, evaluate, operate and maintain computers and automated equipment.

Because electromechanical technicians are employed in varied and specialized situations, the adequately trained electromechanical technician must have attained certain abilities, scientific knowledge, and technical skills. These have been broadly defined as follows:

1. Facility with mathematics; ability to use algebra and trigonometry as tools in the development of ideas that make use of fundamental scientific and engineering principles; and an understanding of, though not necessarily facility with, higher mathematics through elements of analytical geometry and calculus.
2. Proficiency in the application of physical science principles, including the basic concepts and laws of physics that are pertinent to the individual's field of technology.
3. An understanding of the materials and processes commonly used in the technology.
4. An extensive knowledge of a field of specialization, with an understanding of the engineering and scientific activities that distinguish the technology of the field.
5. Communication skills that include the ability to interpret, analyze, and transmit facts and ideas graphically, orally, and in writing.
6. The ability to get along with people.

The electromechanical technician must blend all the foregoing abilities, knowledge, and skills as he performs several of the following general activities:

1. Applies knowledge of science and mathematics extensively in rendering direct technical assistance to scientists or engineers engaged in scientific research and experimentation.
2. Develops and plans modifications of new products and processes under the supervision of engineering personnel in research, design and development.

3. Plans and inspects the installation of complex equipment and control systems.
4. Advises, recommends, and implements procedures or programs for the maintenance and repair of complex equipment used in control systems.
5. Advises, plans, and estimates costs as a field representative of a manufacturer or distributor of technical equipment and/or products.
6. Assumes responsibility for performance or environmental tests of mechanical, hydraulic, pneumatic, electrical, or electronic components of systems and for the preparation of appropriate technical reports covering the tests.
7. Prepares or interprets engineering drawings and sketches.
8. Selects, compiles, and uses technical information from references such as engineering standards, handbooks, and technical digests.
9. Analyzes and interprets information obtained from precision measuring and recording instruments and makes evaluations upon which technical decisions are based.
10. Analyzes and diagnoses technical problems that involve independent decisions.
11. Deals with a variety of technical problems involving many factors and variables which require an understanding of several technical fields.

A two-year curriculum must concentrate on primary or fundamental needs if it is to prepare individuals for responsible technical positions in modern industry. It must be honestly pragmatic in its approach and must involve a high order of specialization. The curriculum suggested in this bulletin has been designed to provide maximum technical instruction in the time that is scheduled.

To those who are not familiar with this type of educational service (or with the goals and interests of students who elect it) the technical program often appears to be inordinately rigid and restrictive. Modifications may be necessary in individual institutions but the interdisciplinary philosophy of this curriculum should be maintained.

The specialized technical courses in electromechanical technology are laboratory-oriented. They provide application of the scientific principles concurrently being learned in the courses in physics and mathematics. For this reason, mathematics and science courses

must be coordinated carefully with technical courses throughout the program. This coordination is accomplished by scheduling mathematics, science, and technical courses concurrently during the first two terms, a curriculum principle that will be illustrated at several points.

FACULTY

The effectiveness of the curriculum depends largely upon the competence and the enthusiasm of the teaching staff. The specialized nature of the curriculum requires that the teachers of technical subjects have special abilities based on proficiency in subject matter and industrial experience. It is important also that all members of the faculty understand the philosophy, goals, and unique requirements that characterize this area of education.

To be most effective, members of the faculty responsible for this program must have interests and capabilities which transcend their area of specialization. All of the faculty members should be reasonably well oriented in the requirements for study in electromechanical science and applications so that they may use appropriate field examples or subject matter as supporting material in the teaching of their respective courses. For example, if the communications courses are to be of maximum value, the teacher should be familiar with the communications problems and demands placed on electromechanical personnel. Also, the scientific principles taught in the courses of physics, mathematics, and measurements require that the instructors emphasize and illustrate how the principles are applied in electromechanical technology.

Thus, teachers of specialized technical subjects require advanced technical training. In the past, many such teachers have been recruited from the ranks of the engineering profession. Recent experience has shown that engineering technology graduates who have acquired suitable industrial experience and who have continued their education often become excellent teachers in this type of program. Persons with this background are more likely to understand the objectives and unique instructional requirements of technical education, and often bring to the program the enthusiasm and an appreciation of the values of technical education that are essential to success.

Since the programs for highly skilled technicians must consist of a series of well-integrated courses in order to attain the scope and depth of adequate training, careful consideration must be given to when and at what level a new concept is to be introduced. This may be accomplished through "team teaching" which requires the organization of a technical staff into a coordinated teaching unit.

STUDENT SELECTION AND SERVICES

The curriculum is designed for high school graduates who have particular abilities and interests. In general, students entering the program should have completed two high school courses in mathematics, including algebra and geometry, and one year of a physical science, preferably physics.

TEXTBOOKS, REFERENCES, AND VISUAL AIDS

Textbooks, references, and visual aids for teaching any technology must be reviewed constantly and supplemented in light of (1) the rapid developments of new knowledge in the field, and (2) the results of research in methods of teaching and developing basic concepts in the physical sciences and mathematics. This is especially true in the electromechanical area. The impact of the development of whole new areas of theoretical and applied scientific knowledge is demanding fresh textbooks, references, articles in scientific and technical journals, and visual aid materials.

The suggested texts and references have been carefully chosen. From the lists presented it should be possible to select suitable ones. However, it should not be assumed that unlisted books are not suitable -- there are, no doubt, others which are excellent.

LABORATORY EQUIPMENT AND FACILITIES

Laboratories and equipment for teaching electromechanical technology programs must meet high standards of quality since the objectives and the strength of the program lie in providing valid laboratory experience, basic in nature, broad in variety, and intensive in practical experience. Well-equipped laboratories with sufficient facilities for all students to perform the laboratory work are required for these courses. The training program should include experiences which illustrate the function and application of a wide variety of electronic, mechanical, and electromechanical components, devices, units and systems.

In the selection of laboratory equipment, the need for each item should be well established. Expensive apparatus may not always be required. Many significant experiments can be built around relatively inexpensive components. In fact, in many cases they can make the principles more evident because they present only the essentials.

A recommended approach to developing laboratory work and equipping electromechanical laboratories is to determine what experiments are needed for each course and then to design these experiments as far as possible using standard components. This approach requires more time and effort on the part of the staff, but because the experimental equipment has been assembled to demonstrate some principle or to make a specific experimental determination with clarity and precision, it usually accomplishes the best teaching.

SCIENTIFIC AND TECHNICAL SOCIETIES

Scientific and technical societies are important sources for instructional materials and other potential opportunities for benefits to both staff and students. Such societies provide, in their publications and in their regularly programmed meetings, a continuing disclosure and discussion of new concepts, processes, techniques, and equipment in the science and related technologies. They are probably the greatest single device by which persons interested in a particular phase of science keep abreast of new developments. Information is presented in such a manner as to provide a "popularizing" and informative bridge between the creative theoretical scientists and the applied science practitioners, including the technicians, and usually are the first medium to announce and describe significant discoveries and applications of research in the field.

Some scientific and technical societies whose publications and services may be of interest to electromechanical technician instructors and students are:

American Institute of Aeronautics and Astronautics

American Radio Relay League, Inc.

Institute of Electrical and Electronics Engineers

Instrument Society of America

CURRICULUM CONTENT AND RELATIONSHIPS

Functional competence in a broad field such as electromechanical technology has at least three components around which a curriculum must be designed:

1. The program should prepare the graduate to enter industry with a minimum of in-plant training.

2. The broad technical training, together with a reasonable amount of experience, should enable the graduate to advance to positions of increasing responsibility.
3. The foundations provided by the training must be broad enough to allow the graduate to do further study within his field. This further study may consist of the reading of journals, new text materials, or enrolling in formal courses.

This curriculum has been developed to meet these requirements.

This electromechanical technology curriculum guide reflects three basic requirements; functional utility, units of instruction in specialized technical subjects, and provisions for the teaching of principles by application.

The sequence of courses in a two-year technical curriculum is as important as the content of the courses if the limited time available is to be used to full effectiveness. In general, the subject matter in the curriculum is carefully coordinated in groups of concurrent courses which are arranged to blend smoothly from one group of courses into the next, thus carrying the student to a deeper understanding in the many diverse areas of electromechanical technology.

The laboratory hours suggested in the curriculum outline and in the course descriptions are not necessarily intended to be in a single session, but rather as total hours of laboratory per week to be scheduled in reasonable and effective increments.

In technical curriculums, it is desirable that specialized technical course work be introduced in the first semester. Deferring this introduction even for one term imposes serious limitations on the effectiveness of the total curriculum. Several important advantages result from an early introduction of the technical specialty:

1. It helps to provide motivation.
2. It is possible to achieve greater depth of understanding in specialized subjects in the later stages of the two-year program.
3. The student sees immediate application of the principles he studies in the concurrent mathematics and physical science courses.

The course outlines in this guide are short and descriptive. The individual instructor will have to prepare complete courses of study and arrange his specific material in logical order before starting instruction. Suggested laboratory layouts and equipment in the Facilities, Equipment and Cost Section will be helpful in organizing the program.

The course outlines are intended as guides rather than as specific instructional plans to be covered in an inflexible order. It is expected that the principles outlined in these courses will be supplemented with industrial applications whenever relevant. Field trips add to the effectiveness of the instruction.

Outside study is a significant part of the student's total program. In this curriculum two hours of outside study time are suggested for each hour of scheduled class time.

It should be noted that no examinations have been scheduled in the outlines. It is clearly intended that time be available for examinations. Therefore, a 16-week semester is assumed, and the outlines are designed to cover a full 15 weeks.

Electromechanical Technology

Curriculum Outline

<u>1st Semester</u>	<u>Class</u>	<u>Lab</u>	<u>Total Contact Hours</u>
Electricity & Electronics I	3	6	9
Principles of Physics I	3	3	6
Mathematics I	4	0	4
Technical Graphics	1	3	4
English Composition	3	0	3
	<u>14</u>	<u>12</u>	<u>26</u>
 <u>2nd Semester</u>			
Electricity & Electronics II	3	6	9
Introduction to Data Processing	2	0	2
Mechanisms	3	3	6
Principles of Physics II	3	3	6
Mathematics II	4	0	4
	<u>15</u>	<u>12</u>	<u>27</u>
 <u>3rd Semester</u>			
Digital Computer Fundamentals	4	3	7
Electromechanical Components	3	3	6
Control Systems	3	3	6
Communications Skills	3	0	3
	<u>13</u>	<u>9</u>	<u>22</u>
 <u>4th Semester</u>			
Digital Computing Systems	3	6	9
Input/Output Devices	3	3	6
Storage Principles & Devices	3	3	6
Psychology and Human Relations	3	0	3
	<u>12</u>	<u>12</u>	<u>24</u>

Course Title: Electricity and Electronics I
Hours Required: Class, 3 hours; laboratory, 6 hours
Prerequisite: None
Co-requisites: Math I, Principles of Physics I

Course Description and Objectives:

The objective of this course is to familiarize the student with the concepts of the items listed under the major divisions.

Major Divisions:

- I. Voltage, Current and Resistance
- II. Measuring Devices
- III. Circuits
- IV. Network Theorems
- V. Magneto-statics
- VI. Inductance
- VII. Capacitance
- VIII. Voltage Generators
- IX. Complex Algebra Notation
- X. AC Circuits
- XI. Oscilloscopes
- XII. Transformers

Outline of Instruction:

- I. Voltage, Current and Resistance
 - A. Units
 - B. Ohm's Law
 - C. Factors affecting resistance of conductors
 - D. Wire sizes and resistances
 - E. Color code for resistance
 - F. Non-linear resistance
 - G. Power in DC circuits
- II. Measuring Devices
 - A. D'Arsonval movement
 - B. Electrodynamometer movement
 - C. Iron vane movement
 - D. Ammeters
 - E. Voltmeters
 - F. Ohmmeters
 - G. Bridges
 - H. Hall-effect devices

III. Circuits

- A. Series and parallel circuits
- B. Voltage relationships
- C. Current relationships
- D. Resistance relationships
- E. Series-parallel combinations
- F. Kirchhoff's Laws
- G. Mesh analysis

IV. Network Theorems

- A. Current and voltage sources
- B. Transformations, Δ -Y or Y- Δ
- C. Thevenin's Theorem
- D. Norton's Theorem
- E. Node equations

V. Magneto-statics

- A. Magnets and forces
- B. Electromagnetism
- C. Flux density

VI. Inductance

- A. Induced EMF
- B. Self Induction
- C. Mutual induction
- D. Inductors
- E. Transients in the RL circuit
- F. Time constant
- G. Saturated reactors

VII. Capacitance

- A. Capacitors
- B. Charging a capacitor
- C. Permittivity
- D. Capacitors in series and parallel
- E. E and I in the RC circuit
- F. Time constant
- G. Energy storage
- H. Dielectric strength

VIII. Voltage Generators

- A. DC and AC Voltages
- B. Sine Wave
- C. Maximum, effective, average and instantaneous values
- D. Frequency and phase
- E. Average power
- F. Power in inductive circuits
- G. Power in capacitive circuits

- Complex Algebraic Addition
- A. J-Operator or rectangular form
 - B. Polar form
 - C. Exponential form

X. AC Circuits

- A. Series
 - 1. R only in the circuit
 - 2. RC only in the circuit
 - 3. RL only in the circuit
 - 4. RLC in the circuit
 - 5. Power in a series circuit
- B. Parallel
 - 1. R only in the circuit
 - 2. R and C in parallel
 - 3. R and L in parallel
 - 4. R, C and L in parallel
 - 5. Power in parallel circuits
- C. Series-Parallel
 - 1. Admittance, conductance and susceptance
 - 2. Analysis of circuits
 - 3. Power in series-parallel circuits
 - 4. Network theorems applied to AC
- D. Resonance
 - 1. Series circuits
 - 2. Parallel circuits
 - 3. Effect of frequency variation
 - 4. Effect of L or C variation
 - 5. Q: effect of high or low value

XI. Oscilloscopes

- A. Electron motion in an electrostatic field
- B. Electron motion in a magnetic field
- C. Functional units
- D. Voltage measurements
- E. Phase and frequency measurements
- F. Limitations

XII. Transformers

- A. Simple Transformer
- B. Voltage and Turn Ratios
- C. Coupling coefficient
- D. Phasing
- E. Impedance ratios

Texts and References:

Lurch, Electric Circuits, John Wiley and Sons, Inc.
Romanowitz, Electrical Fundamentals, John Wiley and Sons, Inc.
Cooke, Basic Mathematics for Electronics, McGraw-Hill Book Co.
Slurzberg & Osterheld, Essentials of Electricity and Electronics,
McGraw-Hill Book Company, Third Edition.
Gillie, Electrical Principles of Electronics, McGraw-Hill Book Co.

Course Title: Principles of Physics I
Hours Required: Class, 3 hours; Laboratory, 3 hours
Prerequisite: None
Co-requisites: Mathematics I

Course Description and Objectives:

This two-semester sequence will equip the electromechanical technician with an understanding of the principles governing the operation of equipment he will develop and maintain. A conceptual and unified approach is presented wherein the learner is expected to understand relationships rather than perform extensive calculations. A basic introduction to Newtonian mechanics.

Major Divisions:

- I. Physics and measurements
- II. Vector quantities
- III. Systems of forces
- IV. Torque and equilibrium
- V. Linear motion
- VI. Force and motion
- VII. Work and energy
- VIII. Momentum
- IX. Uniform circular motion and gravitation
- X. Rotational motion
- XI. Harmonic motion
- XII. Elastic properties of matter
- XIII. Fluids at rest
- XIV. Fluids in motion

Outline of Instruction:

- I. Physics and measurements
 - A. The importance of physics
 - B. Standards of length and mass
 - C. Units of time
 - D. The MKS system of units
 - E. Units and their conversion
 - F. Measurement of angles
 - G. Force
 - H. Weight and mass
- II. Vector quantities
 - A. Displacement
 - B. Vectors and scalars
 - C. The graphical addition of vectors
 - D. Velocity
 - E. Frame of reference
 - F. Rectangular components of a vector

III. Systems of forces

- A. Force and motion
- B. Newton's third law
- C. Concurrent forces
- D. Equilibrium under concurrent forces
- E. Friction
- F. Kinetic friction
- G. The coefficient of static friction
- H. Friction of an inclined plane
- I. Reducing friction

IV. Torque and Equilibrium

- A. Torque
- B. Center of gravity
- C. Equilibrium
- D. The conditions for equilibrium
- E. Types of equilibrium

V. Linear motion

- A. Types of motion
- B. Instantaneous velocity
- C. Acceleration
- D. Uniformly accelerated rectilinear motion

VI. Force and motion

- A. Newton's first law of motion
- B. Inertia
- C. Newton's second law
- D. The Newton
- E. Gravitational units of force
- F. Newton's third law of motion
- G. Application of Newton's second law
- H. Momentum and Newton's second law

VII. Work and energy

- A. Work
- B. Units of work
- C. Power
- D. Energy and its conservation
- E. Potential and kinetic energy
- F. Transformation of potential and kinetic energy
- G. Simple machines
- H. Mechanical advantage and efficiency
- I. Rotating systems

VIII. Momentum

- A. Momentum and impulse
- B. The conversion of momentum
- C. Center of mass
- D. Collision phenomena
- E. Perfectly inelastic collisions

IX. Uniform circular motion and gravitation

- A. Uniform circular motion
- B. Centripetal force
- C. Newton's law of universal gravitation
- D. Variation of weight with position
- E. Gravitational potential energy
- F. Applications of centripetal force

X. Rotational motion

- A. Rotational velocity
- B. Angular acceleration
- C. Kinetic energy of rotation
- D. Moment of inertia
- E. Newton's laws for rotational motion
- F. Angular momentum

XI. Harmonic motion

- A. Vibrations
- B. Simple harmonic motion
- C. The period of a simple harmonic motion
- D. Velocity in simple harmonic motion
- E. Force and energy relations

XII. Elastic properties of matter

- A. Molecular composition of matter
- B. Elasticity

XIII. Fluids at rest

- A. Fluids and pressure
- B. Pascal's principle
- C. Archimedes' principle
- D. Density and specific gravity

XIV. Fluids in motion

- A. Fluid friction
- B. Pressure in a moving fluid: Bernoulli's theorem

Texts and References:

Miller, College Physics.

Beiser, Basic Concepts of Physics.

Beiser, Modern Technical Physics, Addison-Wesley.

Weber, Manning, White, College Physics, McGraw-Hill Book Co.

Smith & Cooper, Elements of Physics, McGraw-Hill Book Co.

Lab: Experimental College Physics, White and Manning, McGraw-Hill Book Co.

Course Title:

Mathematics I

Hours Required:

Class, 4 hours; Laboratory, 0 hours

Prerequisites:

None

Course Description and Objectives:

A study which covers the concepts of basic mathematical functions; algebraic and graphic solutions of equations and systems of equations. The theory and use of the slide rule is stressed. Emphasis is placed on operational knowledge and the subject matter of trigonometry is investigated and its dependence on, and interrelationships with, algebra are utilized.

Major Divisions:

- I. Fundamental qualities of, and operations with numbers
- II. Properties of, and operations with polynomials
- III. Solution of, and graphing of linear equations
- IV. Solution of, and graphing of quadratic equations
- V. Exponents, radicals and logarithms
- VI. Functions and graphing
- VII. Basic trigonometric functions and relations
- VIII. Complex numbers and the j-operator

Outline of Instruction:

- I. Fundamental qualities of, and operations with numbers
 - A. Numbers, number symbols, order
 - B. Fundamental operations
 - C. Scientific notation
 - D. Slide rule: multiplication and division
- II. Properties of, and operations with polynomials
 - A. Laws of exponents
 - B. Grouping
 - C. Operations on polynomials
 - D. Factors and factoring
- III. Solution of, and graphing of linear equations
 - A. Algebraic solution of a linear equation
 - B. Rectangular coordinate system
 - C. Slope-intercept form of a linear equation
 - D. Graphing the linear equation
- IV. Solution of, and graphing of quadratic equations
 - A. Algebraic solution
 - B. Graphical solution

- V. Exponents, radicals and logarithms
 - A. Positive and negative exponents
 - B. Laws of radicals
 - C. Logarithms
- VI. Functions and graphing
 - A. Maxima and minima
 - B. Types of variation, writing equations
 - C. Graphing
 - D. Application problems
 - 1. linear
 - 2. logarithmic
- VII. Basic trigonometric functions and relations
 - A. Angles
 - 1. definitions
 - 2. degrees
 - 3. radians
 - B. Trigonometric functions defined
 - 1. limiting values
 - 2. signs
 - 3. relationships among functions
 - C. Use of tables
 - D. Use of slide rule
- VIII. Complex numbers and the j -operator
 - A. Fundamental operations
 - B. Polar representation
 - C. DeMoivre's theorem
 - D. Roots of complex numbers

Texts and References:

- Washington, Basic Technical Mathematics.
- Cooke, Basic Mathematics for Electronics.
- Fisher & Zieher, Integrated Algebra & Trigonometry.
- Rees & Sparks, Algebra & Trigonometry.
- Peterson, Intermediate Algebra for College Students.

Course Title: Technical Graphics
Hours Required: Class, 1 hour; Laboratory, 3 hours
Prerequisites: None

Course Description and Objectives:

This course is designed to instill a knowledge and understanding of the basic concepts of both mechanical and electrical drafting. Drafting is taught as a means of a communication using the tools of orthographic and isometric projection. Careful attention is paid to proper representation.

The course is designed to develop skills in the mechanical and electrical area to permit the student to read and make simple drawings. Simplified methods, free-hand sketching and the use of standard symbols will be stressed.

Throughout the course of study, emphasis will be placed on development of visualization. Wherever possible, the interdisciplinary area of electromechanical concepts will be introduced.

Major Divisions:

- I. Sketching Techniques
- II. Introduction to 2 view orthographic projection
- III. Orthographic Projection
- IV. Electrical and Electronic Drafting
- V. Assembly Drawings
- VI. Charts and Graphs

Outline of Instruction:

- I. Sketching Techniques
 - A. Purpose of course
 - B. Isometric Drawing
 - C. Oblique Projection
 - D. Perspective Projection
- II. Introduction to 2 view orthographic projection
 - A. Simplified drafting
 - B. Symbols
 1. threads
 2. fasteners
 3. keys
 4. gears
 5. pins
 6. springs
 - C. Use of standards tables

III. Orthographic Projection

- A. Use of tools
- B. 2-view
- C. 3-view
- D. Dimensioning
- E. Sectioning

IV. Electrical and Electronic Drafting

- A. Standard symbols
 - 1. use of templates
- B. Block diagrams
- C. Schematics
 - 1. elementary
 - 2. ladder
- D. Wiring diagrams
 - 1. Tables (harness)
- E. Electromechanical components
- F. Chassis layouts

V. Assembly Drawings

- A. Purpose
- B. Standard procedures
- C. Bill of Materials

VI. Charts and Graphs

- A. Purpose
- B. Standard Practices
- C. Timing Charts and Cams

Texts and References:

Giesecke, Mitchell and Spencer, Technical Drawing,

Baer, C. J., Electrical and Electronic Drawing,

Rasknoff, Electronic Drafting and Design,

Shiers, Electronic Drafting,

French and Vierck, Engineering Drawing,

Kirchner and Stone, Electronic Drafting Workbook,

Bishop, Electrical Drafting and Design,

Visual Aids:

Models, film strips, films, overhead projector and projectuals, motor in parts, relay, limit switch, gears, cams, resistors, capacitors, transistors, diodes and acr.

Course Title: English Composition
Hours Required: Class, 3 hours; Laboratory, 0 hours
Prerequisites: None

Course Description and Objectives:

The student's strength and weaknesses are analyzed through the use of diagnostic tests and exercises in writing, reading, and listening. Both technical and social skills are emphasized throughout the entire course.

Major Divisions:

- I. Grammar and spelling
- II. Sentence structure
- III. Elimination of errors in Sentence Structure
- IV. Writing for Composition
- V. Vocabulary Building
- VI. Sentence Style
- VII. Paragraph Technique
- VIII. Business Correspondence

Outline of Instruction:

- I. Grammar and Spelling
 - A. Sentence sense
 - B. Case
 - C. Spelling
 - D. Tense
 - E. Mood
- II. Sentence Structure
 - A. Adjectives and Adverbs
 - B. Diagraming
 - C. Sentence fragments, comma splice
 - D. Faulty reference of pronouns
- III. Elimination of errors in Sentence Structure
 - A. End punctuation; internal punctuation
 - B. Non restrictives; parenthetical elements
 - C. Word Punctuation: Italics, capitals, apostrophe, hyphen
- IV. Writing for comprehension
 - A. Quoted Material
 - B. The whole composition
 - C. Effective paragraphs
 - D. Paragraph development
- V. Vocabulary Building
 - A. Effective letters
 - B. The whole composition; parallel structure
 - C. Words and spelling
 - D. Effective use of dictionary

- VI. Sentence Style
 - A. Effective sentence structure
 - B. Jargon
 - C. Parts of a sentence
 - D. Form of a letter
- VII. Paragraph Technique
 - A. Making writing easy to read
 - B. Effective paragraphs
 - C. Paragraph development
 - D. Effective letters and paragraphs
- VIII. Business Correspondence
 - A. Answers to inquiries, orders
 - B. Claim letter and adjustment letters
 - C. Credit letters
 - D. Collection letters
 - E. Sales letters
 - F. Application letters

Texts and References:

Leggett, Mead and Charvat, Handbook for Writers,

Shurter, Effective Letters in Business,

American College Dictionary

Course Title: Electricity and Electronics II
Hours Required: Class, 3 hours; Laboratory, 6 hours
Prerequisites: Electricity and Electronics I

Course Description and Objectives:

The objective of this course is to familiarize the student with the concepts of the items listed under the major divisions.

Major Divisions:

- I. Balanced polyphase circuits
- II. Power Supplies
- III. Semi-Conductor Devices
- IV. Electron Tube Characteristics
- V. Amplifiers
- VI. Feedback
- VII. Oscillators
- VIII. Pulse, Digital and Switching Circuits

Outline of Instruction:

- I. Balanced polyphase circuits
 - A. Two-phase
 - B. Current and voltage relationships
 - C. Three-phase
 - D. Current and voltage relationships
- II. Power Supplies
 - A. Two terminal rectifiers
 1. Vacuum diode characteristics
 2. Gas diode characteristics
 3. Semiconductor diode characteristics
 - B. Half-wave rectifier
 - C. Full-wave rectifier
 - D. Bridge rectifier
 - E. Three phase rectification
 - F. Voltage regulation
- III. Semi-Conductor Devices
 - A. Basic physics
 - B. Ratings and limitations
 - C. Graphical analysis
 - D. Biasing methods
 - E. Bias stability
 - F. Field-effect transistor
 - G. Other semiconductor devices - SCR's

IV. Electron Tube Characteristics

- A. Triodes
- B. Tetrodes
- C. Pentodes
- D. Thyratrons
- E. Special Tubes

V. Amplifiers

- A. Triode
 - 1. Load line analysis
 - 2. Bias circuits
 - 3. Equivalent circuit analysis
- B. Pentode
 - 1. Characteristics
 - 2. Operating potentials
 - 3. Equivalent circuit analysis
- C. Transistor
 - 1. Characteristics
 - 2. Operating potentials
 - 3. Equivalent circuit analysis
- D. Classes of Operation
 - 1. Class A, B, and C
 - 2. Operating point
- E. Coupling
 - 1. Direct
 - 2. RC
 - 3. Transformer
 - 4. Frequency response
 - 5. Photoelectric
 - 6. Decoupling
- F. Large signal
 - 1. Single ended
 - 2. Harmonic distortion
 - 3. Power output
 - 4. Push-pull

VI. Feedback

- A. Voltage feedback
- B. Gain
- C. Noise and distortion
- D. Input impedance
- E. Output impedance
- F. Current feedback
- G. Oscillation
- H. Selective feedback

VII. Oscillators

- A. Phase shift oscillators
- B. Feedback oscillators
- C. Negative feedback
- D. Bridge Oscillators
- E. Crystal Oscillators

VIII. Pulse, Digital, and Switching Circuits

- A. RC and RL Circuits
- B. Switches
- C. Clippers, limiters, and clamps
- D. Time base generators
- E. Blocking oscillators
- F. Multivibrators
- G. Scalars and counters

Texts and References:

Romanowitz, Electrical Fundamentals, McGraw-Hill Book Co.

DeFrance, Electron Tubes and Semiconductors, Prentice-Hall.

Shrader, Electronic Communication, McGraw-Hill Book Co., Second Edition.

Cutler, Active Networks, Vol. II, McGraw-Hill Book Co.

Course Title: Introduction to Data Processing
Hours Required: Class, 2 hours, Laboratory, 0 hours
Prerequisites: None

Course Description and Objectives:

The intent of this course is to develop knowledge and understanding of data processing as a tool of society which can be beneficial in numerous areas of employment.

Major Divisions:

- I. Introduction to data Processing
- II. Keypunching
- III. Sorter: IBM Model 82
- IV. Collator: IBM Model 85
- V. Card Reproducing Machine: IBM Model 519
- VI. Computer Operation
- VII. The Console
- VIII. Conversing with a computer
- IX. Problem Solving Using Symbolic Language
- X. Problem Solving Using a Problem-Oriented Language

Outline of Instruction:

- I. Introduction to Data Processing
 - A. Manual methods
 - B. Electromechanical methods
 - C. Electronic data processing
 - D. Recent developments in electronic data processing
 - E. Uses and applications of the computer
 - F. Capabilities and limitations
- II. Keypunching
 - A. Orientation: Card Code
 - B. The keyboard: "alpha" and "numeric" shift
 - C. The program-control card
- III. Sorter: IBM Model 82
 - A. The logic of sorting
 - B. The controls of the sorter
- IV. Collator: IBM Model 85
 - A. Merging and selection logic
 - B. Wiring the control panel
- V. Card Reproducing Machine: IBM Model 519
 - A. Gangpunching, in-line and offset
 - B. Duplicating, in-line and offset
 - C. Comparing
 - D. Major-minor gangpunching

- VI. Computer Operation
 - A. Number systems
 - B. Functional units
 - 1. Input and output
 - 2. Memory
 - 3. Arithmetic-logic
 - 4. Central processing unit - control
- VII. The Console
 - A. Associated equipment
 - B. Demonstration problem
- VIII. Conversing with a computer
 - A. Conversation difficulties
 - B. Machine language
 - C. Symbolic language (machine oriented)
 - D. The assembly process (symbolic to machine language)
 - E. The source and object deck
 - F. Problem-oriented languages (Autocoder, FORTRAN, COBOL, etc.)
 - G. Automatic programming - the compiler
- IX. Problem Solving Using Symbolic Language
 - A. Flow charting
 - B. Introduction to mnemonics (limited)
 - C. Coding in symbolic language
 - D. Execution of program from flow chart, to card punching, to computer execution, through debugging (correction) phase
- X. Problem Solving Using a Problem-Oriented Language
 - A. Flow charting
 - B. Introduction to basic Autocoder (limited)
 - C. Coding in Autocoder
 - D. Execution of program from flow chart, to computer execution, through debugging (correction) phase

Texts and References:

Note: While no formal texts are assigned for this course, library assignments should be made which support lecture presentations. Also, excerpts from the following manuals should be available:

Manual of Instruction:	26 Key punch.	IBM Form #223-8319-9
Manual of Instruction:	82 Sorter.	IBM Form #
Manual of Instruction:	85 Collator.	IBM Form #231-0001
Reference Manual:	85 Collator.	IBM Form #A24-1005-2
Manual of Instruction:	519 Document	
	Originating Machine	IBM Form #225-6320-1
Reference Manual:	519 Document	
	Originating Machine	IBM Form #A24-1017-1
System Operation Reference Manual:		
	1401 DPS	IBM Form #A24-3067-1

Course Title:

Mechanisms

Hours Required:

Class, 3 hours; Laboratory, 3 hours

Prerequisites:

Mathematics I, Principles of Physics I

Course Description and Objectives:

The study of fundamental concepts as found in basic mechanical and electromechanical mechanisms. These mechanisms will be studied in terms of their function, specifications and operating characteristics. Emphasis will be placed on the use of these mechanisms in integrated electromechanical systems as found in business machines and data processing equipment.

In the laboratory these mechanisms will be studied in an electromechanical system with respect to their input and output characteristics. Emphasis will be placed on methods of controlling and analyzing the systems and analyzing malfunctions. All laboratory projects will be designed and then constructed using breadboard techniques.

Major Divisions:

- I. Fundamental Units
- II. Levers and Linkages
- III. Gears
- IV. Transmission Components
- V. Electric Controls

Outline of Instruction:

- I. Fundamental Units
 - A. Concepts of work
 - B. Torque and torque measurement
 - C. Velocity and Acceleration
 - D. Inertia ($F=Ma$)
 - E. Horsepower
 - F. Efficiency
 - G. Timing charts - concepts and construction
- II. Levers and Linkages
 - A. Levers - analysis of load
 - B. Linkages - 3 bar and 4 bar
 - C. Velocity, acceleration and force transmission
 - D. Laboratory projects
 1. Intermittent feeding through linkages
 2. Slider ceramic linkage mechanisms
 3. Quick return linkage mechanisms

III. Gears

- A. Rack and spur gear - fundamentals and nomenclature
- B. Gear train ratios
- C. Torque and speed - ratio concepts
- D. Sources of power
- E. Power transmission
- F. Bevel gears
- G. Worm and worm wheel
- H. Spiroid
- I. Discussion of meaning of errors (actual vs. theoretical) - (fixed, cumulative and intermittent)
- J. Variable speed drives - epicyclic gear train, differential and integrator (friction drive)

IV. Transmission Components

- A. Belts and chains
- B. Shafting
- C. Keys, set screws, pins and splines
- D. Couplings
- E. Flexible shafts
- F. Clutches
- G. Brakes
- H. Cams
- I. Intermittent drives - geneva and ratchet
- J. Bearings

V. Electric Controls

- A. Magnetism
- B. Electromagnetism
- C. Solenoids
- D. Switches
- E. Relays - introduction

Texts and References:

Greenwood, Manual of Electromechanical Devices.

Wertman, Mechanisms Laboratory Manual.

Penton Publishers, Mechanical Drives; Machine Design.

Penton Publishers, Electric Controls; Machine Design.

Pic Gear - catalog.

Browning Transmission - Catalog.

Faires and Keown, Mechanism.

Phelan, Fundamentals of Mechanical Design.

Kepler, Basic Graphical Kinematics.

Lent, Analysis and Design of Mechanisms.

Berg, Theory and Application of Precision Mechanical Components.

Beggs, Mechanisms.

Winston, Mechanisms.

Visual Aids:

Appropriate Pic Kit - Pic Gear, N. Y.
Linkage Kit - Technation, Conn.
Switches and Relays

Course Title: Principles of Physics II
Hours Required: Class, 3 hours; Laboratory, 3 hours
Prerequisites: Mathematics I, Principles of Physics I

Course Description and Objectives:

An introduction to the principles of heat, sound, light, electricity and magnetism and their simpler applications.

Major Divisions:

- I. Temperature, heat and thermal expansion
- II. Kinetic theory
- III. Heat Transfer
- IV. Wave motion and sound sources
- V. Light and Illumination
- VI. Reflection, refraction and dispersion of light
- VII. Lenses and optical instruments
- VIII. Electric charges and fields
- IX. Electric energy
- X. Electromagnetism
- XI. Relativity
- XII. Electrons and the Bohr atom
- XIII. Conductors, Semiconductors, and non-conductors

Outline of Instruction:

- I. Temperature, heat and thermal expansion
 - A. Temperature Scales
 - B. Heat as a form of energy
 - C. Heat units
 - D. Expansion of solids
 - E. The general gas law
- II. Kinetic Theory
 - A. Kinetic theory of gas pressure
 - B. Dalton's law of partial pressures
 - C. Work done by an expanding gas
 - D. Diffusion
- III. Heat transfer
 - A. Change of phase
 - B. Conduction
 - C. Convection
 - D. Radiation
- IV. Wave motion and sound sources
 - A. Transverse and longitudinal
 - B. Wavelength, frequency, and velocity
 - C. Representation of waves

- D. The reflection of waves
 - E. Refraction of waves
 - F. Standing waves
 - G. The nature of sound
 - H. Pitch, Loudness, and quality
 - I. Reflection of sound
 - J. Refraction of sound
 - K. Interference of sound waves
 - L. Harmonics of a string
 - M. Resonance, and the doppler effect
- V. Light and Illumination
- A. The nature of light
 - B. Standard sources and luminous flux
 - C. Illuminance
 - D. The photometer
 - E. The velocity of light
 - F. Frequency and wavelength
- VI. Reflection, refraction and dispersion of light
- A. Laws of reflection
 - B. The plane mirror
 - C. The concave spherical mirror
 - D. The convex mirror
 - E. Refraction
- VII. Lenses and optical instruments
- A. Simple lenses
 - B. Single lenses
 - C. Combination of lenses
- VIII. Electric charges and fields
- A. Electric and magnetic force
 - B. Conductors and insulators
 - C. Coulomb's law; conservation of charge
 - D. Electric field; concept and models
 - E. Potential difference
 - F. Capacitance
 - G. Inductance
- IX. Electric energy
- A. Electromotive force
 - B. Joule's law
 - C. Current and resistance
 - D. Meters
 - E. Motors and generators
 - F. Back emf and back torque; eddy currents
 - G. Transformers
- X. Electromagnetism
- A. Magnetism and the magnetic field
 - B. Induction, magnetic flux
 - C. Magnetic domains and poles
 - D. Magnetic force with respect to a moving charge
 - E. Force on a current carrying conductor
 - F. Force and torque on a complete loop

- XI. Relativity
 - A. Postulates
 - B. Relativistic mass
 - C. The mass of the electron
 - D. General relativity
- XII. Electrons and the Bohr atom
 - A. Cathode rays
 - B. The Bohr atom
 - C. Energy levels
 - D. The atomic number
- XIII. Conductors, Semiconductors and non-conductors
 - A. Types of Conductors
 - B. The nature of semi-conductors
 - C. The nature of insulators

Texts and References:

Miller, College Physics.

Beiser, Basic Concepts of Physics.

Beiser, Modern Technical Physics.

Smith & Cooper, Elements of Physics.

Weber, Manning & White, College Physics.

Lab: White & Manning, Experimental College Physics.

Course Title: Mathematics II
Hours Required: Class, 4 hours; Laboratory, 0 hours
Prerequisites: Mathematics I

Course Description and Objectives:

The emphasis of this course is placed on analytic geometry with a study of lines and conic sections. A brief introduction of the concept of the limit of a function is presented. Integration of simple functions is covered. The course is solution oriented with applications in applied engineering.

Major Divisions:

- I. Analytic Geometry
- II. Variables, Functions and Limits
- III. Differentiation and Applications
- IV. Integration and Applications

Outline of Instruction:

- I. Analytic Geometry
 - A. Introduction to Curves and Equations
 - B. The Straight line
 - C. The Circle
 - D. The Parabola
 - E. The Ellipse
 - F. The Hyperbola
- II. Variables, Functions, and Limits
 - A. Variables and constants
 - B. Continuous variation
 - C. Limit of a variable
 - D. Limiting value of a function
 - E. Theorems of limits
- III. Differentiation and Applications
 - A. Increments
 - B. Derivative of a function of one variable
 - C. Differentiable functions
 - D. General rule for differentiation
 - E. Geometric interpretation
- IV. Integration and Applications
 - A. Basic rules for integration
 - B. Area calculation
 - C. Mean value of a function

Texts and References:

Steen and Ballou, Analytic Geometry,

Peterson, Calculus with Analytic Geometry,

Course Title: Digital Computer Fundamentals
Hours Required: Class, 4 hours; Laboratory, 3 hours
Prerequisites: Introduction to Data Processing

Course Description and Objectives:

The fundamentals of digital computers are studied from a non-mathematical approach. The student is first introduced to general purpose computing systems and the concept of a stored program computer.

The basic ideas of programming are presented to develop an understanding of the logical organization of a digital system.

The study of peripheral equipment touches upon card readers and punches, printers, tape and disk drives.

Major Divisions:

- I. Introduction
- II. Computer Programming
- III. Computer Software
- IV. Peripheral Equipment
- V. Number Systems and Boolean Algebra
- VI. Computer Components
- VII. Computer Units
- VIII. Computer Applications

Outline of Instruction:

- I. Introduction*
 - A. Historical background
 - B. Types of Computers
 1. Digital
 2. Analog
 - C. General Block Diagram
- II. Computer Programming
 - A. Typical computer problems
 - B. Problem analysis and flow charts
 - C. Instructions
 - D. Subroutines
 - E. Load routines
- III. Computer Software
 - A. Automatic programming
 - B. Symbolic programming system
 - C. Fortran
 - D. Cobol

* Although the IBM 1401 System is used in this program, any other system could be substituted.

- IV. Peripheral Equipment
 - A. On-line and off-line operation
 - B. Card and tape punches
 - C. Magnetic tape drives
 - D. Printers
 - E. Card handling machines
- V. Number Systems and Boolean Algebra
 - A. Decimal
 - B. Binary
 - C. Octal
 - D. Hexadecimal
 - E. Binary coded decimal
 - F. Binary arithmetic
 - G. Basic ideas of Boolean algebra
 - H. Boolean equations to logic diagrams
 - I. Truth tables
 - J. Karnaugh maps
- VI. Computer components
 - A. Digital logic concepts
 - B. Counters and decoders, coincidence detectors
 - C. Storage registers
 - D. Shift registers
 - E. Adders and subtractors
 - F. Timing generators
- VII. Computer Units
 - A. Input and output
 - B. Memory systems
 - C. Arithmetic unit
 - D. Control logic
- VIII. Computer Applications
 - A. Applications in business and commerce
 - B. Applications in applied science
 - C. Military applications
 - D. Industrial control by computer
 - E. Computers in education

Texts and References:

Burroughs Corp., Digital Computer Principles,
Bartee, Digital Computer Fundamentals,
Phister, Logical Design of Digital Computers,
Scott, Analog and Digital Computer Techniques,

Course Title: Electromechanical Components
Hours Required: Class, 3 hours; Laboratory, 3 hours
Prerequisites: Mechanisms

Course Description and Objectives:

An in-depth study of mechanisms as they are specifically related to use in business machines and data processing machines. It will apply the principles and concepts learned in the course in mechanisms.

Laboratory projects will give the student "hands on" knowledge of these mechanisms as individual units and as part of an overall electromechanical system.

Major Divisions:

- I. Drives
- II. Relays
- III. Cam Operated Switches
- IV. Electromechanical clutches
- V. Feeding Mechanisms
- VI. Sensing - Reading Mechanisms
- VII. Recording - Writing Mechanisms
- VIII. Accumulating Mechanisms
- IX. Control and Timing of Electromechanical Systems

Outline of Instruction:

- I. Drives
 - A. Motors
 1. DC
 2. Single phase
 3. Multiphase
 - B. Comparative characteristics
 - C. Applications
 - D. Maintenance
- II. Relays
 - A. Terminology and Nomenclature
 - B. Characteristics - Electrical and Mechanical
 - C. Different types of relays
 - D. Application
 - E. Protection for arcing, noise and surge
 - F. Maintenance
- III. Cam Operated Switches
 - A. Characteristics - Electrical and Mechanical
 - B. Types of breakers
 - C. Application
 - D. Maintenance

IV. Electromechanical Clutches

- A. Types of clutches**
 - 1. Positive
 - 2. friction
 - 3. magnetic
 - 4. magnetic particle
 - 5. overrunning
- B. Characteristics**
- C. Application**
- D. Maintenance**

V. Feeding Mechanisms

- A. Basic feeding concepts**
- B. Parts feeding**
- C. Card feeding**
- D. Tape feeding**
- E. Loose paper feeding**

VI. Sensing - Reading Mechanisms

- A. Basic sensing concepts**
- B. Basic reading concepts**
- C. Card reading - static, dynamic, mechanical, optical**
- D. Paper tape reading - static, dynamic, mechanical, optical**
- E. Magnetic tape reading**
- F. Print reading - optical and magnetic**

VII. Recording - Writing Mechanisms

- A. Card Punching**
- B. Tape punching**
- C. Card printing**
- D. Paper printing**
- E. Magnetic tape recording**

VIII. Accumulating Mechanisms

- A. Basic concepts of accumulating**
- B. Mechanical accumulators**
- C. Electrical accumulators**
- D. Electromechanical accumulators**

IX. Control and Timing of Electromechanical systems

- A. Clocks**
- B. Timing devices**
- C. Programmers**
- D. Timing charts**
- E. Flow charts**
- F. Component and sub-assembly integration**

Texts and References:

IBM Customer Engineering Manuals of Instruction:
Functional Units
1403 Printer
1402 Card Read Punch
519 Reproducer Punch
1311 Disk Storage Drive

Bartee, Digital Computer Fundamentals,

Greenwood, Manual of Electromechanical Devices,

Wertman, Mechanisms Laboratory Manual,

Penton Publishers, Mechanical Drives; Machine Design,

Penton Publishers, Electric Controls; Machine Design,

Pic Gear - Catalog.

Browning Transmission - Catalog.

Faires and Keown, Mechanism,

Phelan, Fundamentals of Mechanical Design,

Kepler, Basic Graphical Kinematics,

Lent, Analysis and Design of Mechanisms,

Berg, Theory and Application of Precision Mechanical Components,

Beggs, Mechanisms,

Winston, Mechanisms,

Course Title: Control Systems

Hours Required: Class, 3 hours; Laboratory, 3 hours

Prerequisites: Mathematics II, Principles of Physics II,
Electricity and Electronics II

Course Description and Objectives:

This course is designed to assist the student to gain an understanding of the basic systems and the devices used in these systems. In class the systems and devices will be discussed and in the laboratory the student will connect, operate, adjust, and test the various devices individually and in simple systems.

Major Divisions:

- I. Motor and Generator Characteristics
- II. Motor Controls
- III. Automatic Control Systems
- IV. Sensing Devices (Transducers)
- V. Measuring Devices
- VI. Actuating Devices
- VII. Control Devices
- VIII. Applications

Outline of Instruction:

- I. Motor and Generator Characteristics
 - A. Shunt motors
 - B. Series motors
 - C. Compound motors
 - D. Induction motors
 - E. Split phase motors
 - F. DC Generators
- II. Motor Controls
 - A. Control-circuit functions
 - 1. Acceleration
 - 2. Control of speed
 - 3. Stopping
 - 4. Overload
 - B. Control Devices
 - 1. Resistors
 - 2. Reactors
 - 3. Autotransformers
 - 4. Magnetic amplifiers
 - 5. SCRs and Thyratrons

III. Automatic Control Systems

- A. Open Loop
- B. Closed Loop
- C. Control Loop
- D. Time Response
- E. Frequency Response
- F. Stability
- G. Analog and digital

IV. Sensing Devices (Transducers)

- A. Motion
 - 1. Linear
 - 2. Angular
 - 3. Speed of Rotation
- B. Force
 - 1. Pressure
 - 2. Tension
 - 3. Torque
- C. Temperature
 - 1. Fluid
 - 2. Resistive
 - 3. Bimetallic
 - 4. Thermocouple
- D. Radiation
 - 1. Light
 - 2. X-Ray
 - 3. Radioactive

V. Measurement

- A. Electrical Quantities
 - 1. Voltage
 - 2. Current
 - 3. Resistance
 - 4. Frequency
 - 5. Inductance
 - 6. Capacitance
 - 7. Pulse Rate
- B. Counters
 - 1. Mechanical
 - 2. Electrical
 - 3. Electronic
- C. Time
 - 1. Clock
 - 2. Electronic
 - a. Time Delay
 - b. Time Interval

VI. Actuating Devices

- A. Solenoids
 - 1. AC, DC
 - 2. Pull, Push, Rotary
- B. Relays
 - 1. Electromechanical
 - 2. Stepping
 - 3. Latching
 - 4. Meter
 - 5. Thermal
 - 6. Electronic

- C. **Synchros**
 - 1. Transmitters
 - 2. Receivers
 - 3. Differential
 - 4. Control Transformer
 - 5. Circuits
- D. **Servomotors**
 - 1. Electric
 - 2. Hydraulic
- E. **Fluid (Gas or liquid)**
 - 1. Cylinder
 - 2. Rotary
 - 3. Diaphragm
 - 4. Valves
- F. **Miscellaneous Devices**
 - 1. Saturable Reactors
 - 2. Magnetic Amplifiers
 - 3. Fluidic Amplifiers
 - 4. Variable Transformers

VII. Control Devices

- A. Pneumatic
- B. Hydraulic
- C. Electric

VIII. Applications *

- A. Analysis of Servomechanisms
- B. Air conditioning system
- C. Speed Control for Paper Making or Tin Plating of steel

* See References below for information.

Texts and References:

Holzbock, Automatic Control, Reinhold Publishing Corp.

Marcus, Automatic Industrial Controls, Prentice-Hall Pub. Co.

Bulliet, Servomechanisms, Addison-Wesley.

Haines, Automatic Control of Heating and Air Conditioning, McGraw-Hill Book Co., Second Edition.

*Zoss and Delahooks, Theory and Applications of Industrial Process Control, Delmar.

*Siskind, Electrical Control Systems in Industry, McGraw Hill Book Co.

Tucker and Wills, Simplified Technique of Control System Engineering, Minneapolis-Honeywell Regulator Co., Brown Instruments Div.

Ruiter and Murphy, Basic Industrial Electronic Controls, Holt,
Rinehart and Winston, Inc.

Considine, Process Control Instruments, McGraw-Hill Book Co.

Siskind, Electrical Machines, McGraw-Hill Book Co., Second Ed.

Course Title: Communication Skills
Hours Required: Class, 3 hours; Laboratory, 0 hours
Prerequisites: English Composition

Course Description and Objectives:

A study of the fundamentals of public speaking including topic selection, organization, and effective speaking. The methodology of technical writing will be included and laboratory reports will be graded on their structure and grammar as well as the technical content.

Major Divisions:

- I. Organizing a Speech
- II. Presenting Speeches Effectively
- III. Techniques of Technical writing
- IV. Transitions, Introductions, and Conclusions
- V. Report Layout

Outline of Instruction:

- I. Organizing a Speech
 - A. Selecting a topic
 - B. Library research
 - C. Organizing material
 - D. Organizing notes
 - E. Arranging visual aids
- II. Presenting Speeches Effectively
 - A. Reading the speech
 - B. Making a speech
 - C. Conferences
 - D. Graphic Aids
- III. Techniques of Technical Writing
 - A. Definitions
 - B. Descriptions
 - C. Classification and Partition
 - D. Interpretation
- IV. Transitions, Introductions, and Conclusions
 - A. How to write a transition
 - B. Where to put transitions
 - C. Introductions
 - D. Conclusions and summaries
- V. Report Layout
 - A. Introduction
 - B. Elements of the formal report
 - C. Relation of format and style
 - D. Graphic aids

Texts and References:

Weiss and McGrath, Technically Speaking,

Hays, Principles of Technical Writing,

Selected reports from industrial organizations.

Course Title: Digital Computing Systems
Hours Required: Class, 3 hours; Laboratory, 6 hours
Prerequisites: Digital Computer Fundamentals

Course Description and Objectives:

A study of the computer as a system: Its external data forms and functions; data input, program flow charts, instructions, programs.

The use of the digital computer and its peripheral equipment as a total system requires an understanding of man-to-computer communication, thus 1401 machine language, SPS, and AUTOCODER are presented in some depth. Other languages are considered.

The course will:

1. Provide the student with basic understanding and with practical applications of software and hardware data processing system concepts, and to introduce SPS, Autocoder, Fortran and other data processing languages.
2. Foster in the student a deeper understanding of the ways in which data processing systems can be utilized in modern scientific, commercial and industrial endeavors.
3. Promote an appreciation by the student of his place in the rapidly changing world of computers, automation and data processing systems.

Major Divisions:

- I. The Nature and Challenge of Data Processing
- II. Input Means and Methods
- III. The Coding of Information: Machine Oriented Languages
- IV. Miscellaneous Systems Operations
- V. Procedure Oriented Languages
- VI. A Specific Data Processing Application: Admissions/Registrar
- VII. Other Hardware Systems
- VIII. Data Processing Systems Using Other Techniques

Outline of Instruction:

- I. The Nature and Challenge of Data Processing
 - A. Basic ideas
 - B. Data processing: Hardware systems
 - C. Data Processing: Software applications to the hardware
 - D. Sequential file processing
- II. Input Means and Methods
 - A. The presentation of information to the computer
 - B. Punched cards, layout and format
 - C. Punched tape, layout and format
 - D. Document readers
 - E. Tape, disk and drum as input media

- III. The Coding of Information: Machine Oriented Languages
 - A. Addressing core memory
 - B. Instructions versus data in core memory
 - C. Simple arithmetic instructions and data
 - D. Comparisons of coding: Cards, punched tape, magnetic tape, disk, drum
 - E. Comparisons of accessing different media
 - F. Branching; Loops and Address Modification
 - 1. Flexibility of the branching idea
 - 2. Applications and operations involving branching
 - 3. A practical case study: Calculation of GPA
 - 4. Computations for varying addresses
 - 5. Counting and comparisons: Loops
 - 6. Modifying addresses via loops
 - 7. Indexing and index registers
 - 8. A practical case study: Table of square roots
 - G. Symbolic Programming System
 - 1. Flowcharting - the outlining of programs
 - 2. Machine versus symbolic languages
 - 3. SPS language and the need for an SPS processor
 - 4. Limitations of the simple SPS approach
 - 5. A practical case study: Payroll
- IV. Miscellaneous Systems Operations
 - A. Editing and Tabulating
 - B. Carriage Control
 - C. Timing of input and output operations
 - D. Calculations of the time required by a whole program
 - E. Subroutines and utility programs
 - F. A practical subroutine development: Multiply
- V. Procedure Oriented Languages
 - A. The Autocoder
 - 1. Basic concepts - importance and applications
 - 2. Constants, instructions and data
 - 3. Arithmetic operations
 - 4. Logic operations
 - 5. Data moving operations
 - 6. Miscellaneous: Clear storage, set or clear word marks, halt, etc.
 - 7. Input-output operations
 - B. Autocoder Practice Problems
 - 1. "Employee Fund" program
 - 2. "Charge Account" program
 - 3. "Payroll" program
 - C. Advanced Procedures
 - 1. Program flowcharts and work flowcharts
 - 2. Sequential data handling via magnetic tape
 - 3. Reading and writing tape check procedure
 - 4. Random access data handling via magnetic disks
 - 5. Disk checking procedures

D. FORTRAN Language

1. Special needs for scientific programming languages
2. What is a "more powerful" language or system?
3. Fortran coding: Control instructions
4. Fortran coding: Input-output instructions
5. Fortran coding: Indexing, counting and loops
6. Fortran subroutines and their applications
7. Variations in Fortran for various data processing systems

E. COBOL and ALGOL Languages

1. Special needs for business oriented languages
2. Forms and formats
3. COBOL instructions
4. Example of program using COBOL
5. ALGOL: Description, applications and example

VI. Specific Data Processing Application: Admissions/Registrar

- A. The total problem
- B. Information flow and data formats
- C. Intermediate outputs
- D. Sequence of reports and other output data
- E. The team approach to coding the program
- F. Tests and checks

VII. Other Hardware Systems

- A. Comparative listings and how to read them
- B. Shared time and real time systems
- C. Computer Systems
 1. Various manufacturers

VIII. Data Processing Systems Using Other Techniques

- A. Automatic programmed tooling (APT)
- B. Remote terminals, their problems and applications
- C. Computer-controlled machines
- D. Programmed pipelines
- E. Space flights and computers

Texts and References:

Leeds, Herbert D., and Gerald M. Weinberg, Computer Programming Fundamentals, Second Edition, McGraw-Hill Book Co.

McCracken, Daniel D., A Guide to IBM 1401 Programming, John Wiley and Sons, Inc.

Bartee, Thomas C., Digital Computer Fundamentals, Second Ed., McGraw-Hill Book Co.

Benrey, Ronald M., Understanding Digital Computers, John F. Rider Pub. Co.

Burroughs Corporation, Digital Computer Principles, McGraw-Hill Book Co.

Flores, Ivan. Computer Design, Prentice-Hall, Inc.

Frank, Frank D., and Giovanni A. Fano. Computer Handbook, McGraw-Hill Book Co.

Hughes, Robert L. Digital Computer Fundamentals, Prentice-Hall, Inc.

Lee, H. Practical Mathematics of Digital Computers, Prentice-Hall, Inc.

Macdonald, Louis. Digital Computing Theory, John Wiley and Sons, Inc.

Manila, R. H., Hill, and Nichols. Introduction to Data Processing, John Wiley and Sons.

Reid, Elmer M. Applicable Data Processing, Prentice-Hall, Inc.

Sachs, J., and W. Stogor. Basic Principles of Data Processing, Prentice-Hall, Inc.

Slonaker, C. H., and A. J. Cayote. Digital Computer Programming: Logic and Language, Addison-Wesley Pub. Co.

Salvo, Lawrence J. IBM Machine Operation and Wiring, 2nd Ed.

Smullen, Kenneth F. and W. H. Price. Elements of Computer Programming, Holt, Rinehart, and Winston.

Steinberg, Seymour M. and A. Katz. Fundamentals of Digital Computers, Holt, Rinehart and Winston.

The following publications refer specifically to the IBM 1401 and its compatible models relating to other systems should be followed where applicable:

IBM 14 Manual of Instructions, 1401 Data Processing System, Form 0225-0340-1.

IBM 14 Manual of Instructions, Part 2, 1401 Data Processing System, Student Self-Study Course, Form 0225-4926-1.

IBM 14 Manual of Instructions, 1411 Disk Storage Drive, Form 0227-5703-1.

IBM 14 Manual of Instructions, 1411 Disk Storage Drive, Model 4, Form 0227-5703-1.

IBM 14 Manual of Instructions, 1411 Disk Storage Drive, Model 2, Form 0227-5703-1.

IBM 14 Manual of Instructions, 1411 Disk Storage Drive, Model 4, Form 0227-5703-1.

IBM Systems Ref. Library, System Operation Ref. Manual: 1401.
GA24-3037.

Course Title: Input/Output Devices

Instructional Method: Class, 3 hours; Laboratory, 3 hours

Prerequisites: Digital Computer Fundamentals, Electronic Devices, Control Systems

Course Description and Objectives:

Input and output requirements of a computing system are discussed introducing the student to types of devices in typical systems.

Individual equipments are presented with the object of stressing mechanical, electrical and logical aspects of operation.

Main Subjects:

- I. Introduction
- II. Readers and punches
- III. Printers
- IV. Tape and disk drives
- V. Visual displays
- VI. Remote Terminals
- VII. Magnetic character and optical readers
- VIII. Analog-digital converters

Outline of Instruction:

- I. Introduction
 - A. Types of input and output
 - B. System block diagrams
 - C. On-line and off-line operation
- II. Readers and Punches
 - A. Card readers
 - B. Card punches
 - C. Advantages and disadvantages of card systems
 - D. Paper tape
 - E. Photoelectric readers
- III. Printers
 - A. Mechanical printers
 - B. On-the-fly printers
 - C. Electrostatic printing
- IV. Tape and Disk Drives
 - A. Magnetic tape system characteristics
 - B. Typical tape drive
 - C. Disk drives
 - D. Tape and disk access times and cost
- V. Visual Displays
 - A. Cathode ray tube displays
 - B. Plotting devices
- VI. Remote Terminals

- A. Inquiry Stations
- B. Time sharing terminals

VII. Magnetic character and optical readers

- VIII. Analog-digital converters
 - A. Analog to digital
 - B. Digital to analog
 - C. Encoders and decoders

Sources and References:

Burroughs, Digital Computer Principles.

Bartee, Thomas C., Digital Computer Fundamentals, Second Ed., McGraw-Hill Book Co.

Bourke, Ronald M., Understanding Digital Computers, John F. Rider Pub. Company.

Florer, Ivan, Computer Design, Prentice-Hall, Inc.

Husky, Harry D., and Gianfranco M. Kone, Computer Handbook, McGraw Hill Book Co.

Litton Industries, Digital Computer Fundamentals, Prentice Hall, Inc.

Manil, Matthew, Fundamentals of Digital Computers, Prentice Hall, Inc.

Mushelsky, Louis, Digital Computer Theory, John Wiley and Sons, Inc.

Weinstein, Seymour M. and A. Reife, Fundamentals of Digital Computing, Holt, Rinehart and Winston.

Course Title: Storage Principles and Devices

Hours Required: Class, 3; Laboratory, 3

Prerequisites: Sig 114, Sig 115, Sig 116

Course Description: and other.

The course is designed to provide a basic understanding of computer systems including memory, storage, and data. Fundamental information pertaining to addressing, access, synchronization and characteristics of the various units is included. The course will:

1. Present the electronic and electromechanical devices that are used as storage devices.
2. Present the electronic and electromechanical devices that are used as storage devices.
3. Supplement theory with laboratory practice for reinforcement of theoretical concepts.

Major Divisions:

- I. Introduction
- II. Magnetic Fundamentals
- III. Core Storage
- IV. Thin Film Memory
- V. Magnetic Drum Storage
- VI. Magnetic Disk Storage
- VII. Magnetic Tape Storage
- VIII. Card Random Access Memory
- IX. Read Only Memories
- X. Tunnel-Diode Memory
- XI. Electronic Storage
- XII. Mechanical and Electromechanical Storage
- XIII. Electrostatic Storage Devices

Outline of Instruction:

- I. Introduction:
 - A. Reasons for storage of information in the computer
 - B. Concepts and nomenclature
 1. Internal versus external
 2. Binary loading (memory)
 3. Fixed and variable word length
 4. Glossary of terms
- II. Magnetic Fundamentals
 - A. BA type
 - B. BA type
 - C. BA type
 - D. BA type
 - E. BA type
 - F. BA type
 - G. BA type
 - H. BA type
 - I. BA type
 - J. BA type
 - K. BA type
 - L. BA type
 - M. BA type
 - N. BA type
 - O. BA type
 - P. BA type
 - Q. BA type
 - R. BA type
 - S. BA type
 - T. BA type
 - U. BA type
 - V. BA type
 - W. BA type
 - X. BA type
 - Y. BA type
 - Z. BA type

III. Core Storage

A. Core magnetics

- B. Two dimensional array
- C. Three dimensional array
- D. Core Storage economics

- 1. Access speed
- 2. Cost
- 3. Volume versus storage capacity

IV. Thin Film Memory

A. Physical layout

B. Economics

- 1. Access speed
- 2. Cost
- 3. Volume versus storage capacity

V. Magnetic Drum Storage

A. Physical layout

B. Read-write heads

C. Reading-writing

D. Parallel operation

E. Serial operation

F. Economics

- 1. Access speed
- 2. Cost
- 3. Volume versus storage capacity

VI. Magnetic Disk Storage

A. Physical layout

B. Read-write heads

C. Reading-writing and addressing

D. Economics

- 1. Access speed
- 2. Cost
- 3. Volume versus storage capacity

VII. Magnetic Tape Storage

A. Physical properties

B. Transport mechanisms

C. Read-write heads

D. Reading-writing and addressing

E. Economics

- 1. Access speed
- 2. Cost
- 3. Volume versus storage capacity

VIII. Magnetic Card Random Access Memory

A. Card layout

B. Read-write heads

C. Reading-writing

- IX. Read-Only Memories
 - A. Physical layout
 - B. Storing information
 - C. Reading from memory
- X. Read-Write Memory
 - A. Characteristics
 - B. Binary operation
 - C. Memory
- XI. Electronic Storage
 - A. Bi stable system
 - B. Triggering methods
 - C. Saturated versus non-saturated operation
 - D. Applications
 - E. Delay lines
- XII. Mechanical and Electromechanical Storage
 - A. Relay systems
 - B. Stepping relay configurations
 - C. Electromechanical storage devices
 - D. Cams
- XIII. Electrostatic Storage Devices
 - A. Capacitive storage
 - 1. Read-in and read-out characteristics
 - B. CRP storage
 - 1. Read-in and read-out characteristics

Text and References:

Bartee, Thomas C., Digital Computer Principles, McGraw-Hill Book Co., Inc.

Wheeler, Irma, Computer Design, Prentice-Hall, Inc.

Burroughs Corporation, Digital Computing Principles, McGraw-Hill Book Co., Inc.

Hackay, Harry H., Computer Handbook, McGraw-Hill Book Co., Inc.

Wadsworthy, Louis, Digital Computer Theory, John Wiley and Sons, Inc.

Wynnehoff, Albert J., Ed. Digital Application of Magnetic Devices, John Wiley and Sons, Inc.

Clint, H., Applied Magnetism, Springer-Verlag, Inc.

W. H. Miller, Computer Design, Prentice-Hall, Inc.

Course Title: Psychology and Human Relations
 Hours Required: Class, 3 hours; Laboratory, 0 hours
 Prerequisite: None

Course Description and Objectives:

Planned for the development of a better understanding of the human behavior -- its motivation and learning ability as related to the industrial relations on the job. Employee selection, intelligence and aptitude tests, supervision, industrial conflict, and job satisfaction are considered. Attention is given to group and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and as a member of society. Instruction is focused upon the practical applications of the principles guiding human behavior rather than their physiological origin or historical significance.

Major Divisions:

- I. A Practical Science
- II. Basic psychological Principles
- III. Problems of Adjustment
- IV. Vocational Industrial Problems
- V. Factors of Supervision
- VI. Communications in Industry
- VII. Industrial Conflict

Outline of Instruction:

- I. A Practical Science
 - A. Orientation to subject: posing and solving problems from life situations
 - B. The scientific method:
 1. Awareness of problems
 2. Collection of data
 3. Hypothesis
 4. Testing hypothesis
 5. Confirmation or refutation
- II. Basic Psychological Principles
 - A. Motivation
 1. Nature and classification of motives
 2. Importance in understanding, predicting and controlling human behavior
 3. Application to advertising, business and industry
 - B. Emotions and Feelings
 1. Origin, function and physical aspects
 2. Understanding and controlling
 - C. Perception
 1. Causes
 2. Various theories of perception
 3. Application to advertising and industry

III. Problems of Adjustment

- A. Abnormal reaction patterns
 - 1. Dynamics of mental and emotional disorders
 - 2. Chief classifications of disorders
 - 3. Principles of general examination and relevance to understanding of abnormal reactions
- B. Mental hygiene
 - 1. Kinds of therapy and their rationals
 - 2. Exploration of the concept of mental health
 - 3. Achieving and maintaining mental health

IV. Vocational Industrial Problems

- A. Vocational problems: vocational choice
 - 1. Factors in vocational choice: interests, attitudes, aptitudes, social abilities
 - 2. Getting the job
- B. Vocational problems: on the job
 - 1. Success on the job: job satisfaction
 - 2. Promotion on the job: efficient study habits, effective thinking, intersocial problems

V. Factors of Supervision

- A. Employee selection
 - 1. Theory and art of interviewing
 - 2. Use of testing in industry
- B. Employee evaluation
 - 1. Meaning and use of ratings, job evaluations, job analysis and descriptions
 - 2. Motion study and incentives in industry
- C. Employee leadership
 - 1. Group dynamics in industry
 - 2. Factors in leadership, discipline and morale
 - 3. Training methods

VI. Communications in Industry

- A. Requirements in industrial communications
- B. Factors in evaluation
- C. Influence on morale

VII. Industrial conflict

- A. Formation and perpetuation of attitudes and beliefs
- B. Factors of social conflict
- C. Psychology of unionism
- D. Psychology of organized conflict as exemplified in strikes and lockouts

VIII. References:

Reading Theory of Political and Social Sciences, "Introduction,"
in English, 1931.

Clark and Clark, Psychology of Children.

Yellows, L. H., Theory of Psychology, 1931.

Blum, Industrial Psychology and Its Social Foundations, rev. ed.,

Blum, Readings in Experimental Industrial Psychology, Franklin
Hall, Inc.

Colman, Harold, and Mitchell, Changes in Human Relations in the
Future, McGraw Hill Book Co., Inc.

Drum, The Psychology of the Worker, 1934, McGraw Hill Book Co., Inc.

Guilford and Brown, Personnel and Industrial Psychology,

Hogson, Psychology Applied to Jobs and Men

Miller, Principles of Human Relations: Applications to Industry
1934.

Miller, Psychology in Industry, 2nd ed.,

Ryan and Smith, Principles of Industrial Psychology,

Smith, Psychology of Industrial Behavior,

Stagner, The Psychology of Industrial Conflict,

AUDIOVISUAL MATERIALS AND REFERENCES

1. Some Selected Sources of Audiovisual Materials:

McGraw-Hill Publishing Co.
1221 Avenue of the Americas
New York, New York 10020

California West Bureau
205 Bridge Street
New Cumberland, Pa. 17070

Central Scientific Company
1700 Irving Park Road
Chicago, Illinois 60613

Coronet Instructional Films
65 E. South Water Street
Chicago, Illinois 60601

Doubleday and Company
Garden City
New York 11530

George Vincent McMahon
Electronic Engineering
Research & Development Labs
561 West 7th Street
San Pedro, California 90731

Encyclopaedia Britannica Inc.
425 North Michigan Avenue
Chicago, Illinois 60611

Ginn & Company
717 Miami Circle N. E.
Atlanta, Georgia 30324

Griffiths, Inc.
Programmed Learning Dept.
P. O. Box 101
Rochester, New York 14601

Harcourt, Brace & World, Inc.
Dept. of Programmed Instruction
757 Third Avenue
New York, New York 10017

Harvard
P. O. Box 4455
Austin, Texas 78762

Lyons and Carnahan
407 East 35th Street
Chicago, Illinois 60616

McGraw-Hill Book Company, Inc.
350 West 42nd Street
New York, New York 10036

The Macmillan Company
60 Fifth Avenue
New York, New York 10011

Prentice-Hall, Inc.
Englewood Cliffs
New Jersey 07632

The Psychological Corporation
304 East 45th Street
New York, New York 10017

J. Ravin Publications
4215 Calevo Drive
Lakewood, California 92041

Science Research Associates, Inc.
259 East Erie Street
Chicago, Illinois 60611

Tamarc Audio Visual Co.
71 North Market
Asheville, North Carolina 28801

Teaching Materials Corporation
575 Lexington Avenue
New York, New York 10022

Training Systems, Inc.
12243 Santa Monica Boulevard
Los Angeles, California 90025

For Education, Inc.
55 Fifth Avenue
New York, New York 10003

Universal Electronics Labs. Corp.
516 Hudson Street
Hackensack, New Jersey 07601

2. Selected References Dealing with Audiovisual Teaching:

Dale, Edgar. Audio-Visual Methods in Teaching. New York: Holt, Rinehart and Winston, Inc., current edition.

Malcolm, Robert, and Lee W. Cochran. Manual of Audio-Visual Techniques. Englewood Cliffs, N. J.: Prentice-Hall, Inc., current edition.

Sack, Marjorie. Display for Learning: Making and Using Visual Materials. New York: Holt, Rinehart, and Winston, 1952.

Shack, Sidney C. Operating Audio-Visual Equipment. San Francisco: Chandler Publishing Co., 1960.

Whitham, Carlton W. Administering Audio-Visual Services. New York: Macmillan Co.

_____, Fundamentals of Teaching with Audio-visual Technology. New York: Macmillan Co., 1965.

Horn, George F. How to Prepare Visual Materials for School Use. Worcester, Mass.: Davis Publications, 1963.

Minor, Ed. Simplified Techniques for Preparing Visual Instructional Materials. New York: McGraw-Hill Book Co., Inc. 1962.

National Education Association. Audio-Visual Instruction Department. International Organizations and Associations with Audio-Visual Activities: A Directory. Washington, D. C.: The Association, 1962.

_____, Research, Principles, and Practices in Visual Communication. Washington, D. C.: The Association, 1960.

National Society for the Study of Education. Audio-Visual Materials of Instruction. (Forty-eighth Yearbook, pt. 1) Chicago: The Society, 1949.

McGraw, Margaret, and C. Guas. Guides to Newer Educational Media. Chicago: American Library Association, 1961.

Smith, H. B. Audio-Visual Procedures in Teaching. New York: Ronald Press, 1956.

Smith, Edward J. Visual Aid for Bright Ideas. East Islip, N. Y.: Walbet News Service, 1964.

UNESCO. New Methods and Techniques in Education. New York: National Agency of International Publications, 1953.

Clark, Gilbert G. and Elroy W. Bringer. Visual Aids. Princeton, N. J.: Van Nostrand Co., Inc., 1949.

_____, Walter Aron, and Charles F. Schuller. Audio-Visual Materials. New York: Harper and Row Publishers, Inc., current edition.